

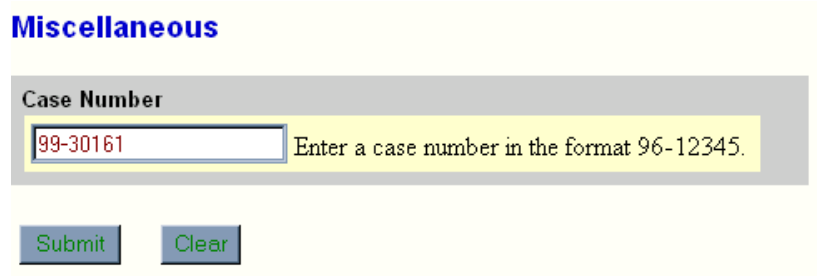
## Voluntary Petition (Chapter 7) (Attorney)

The Voluntary Petition is the beginning of a bankruptcy. The following instruction will guide you through the process for docketing the voluntary petition.

**STEP 1** Click on the [Bankruptcy Events](#) hypertext link.

**STEP 2** Click on [Other](#) hypertext link to docket the Voluntary Petition.

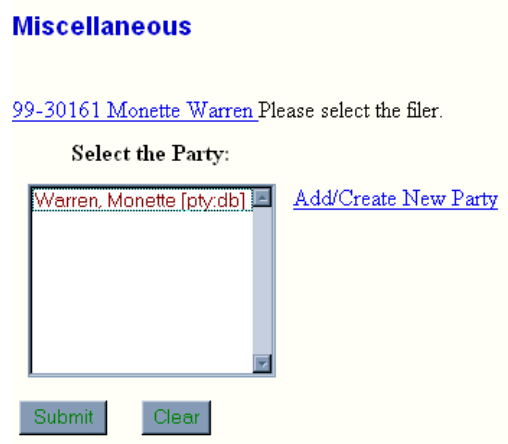
**STEP 3** The **Case Number** screen will appear. (See Figure 1)



**Figure 1**

- ◆ Enter a case number, and click on the **[Submit]** button to continue.
- ◆ If the computer prompts that you entered an invalid case number, click on [Back](#) button to re-enter the case number.

**STEP 4** The **Party Filer** screen will appear. (See Figure 2)

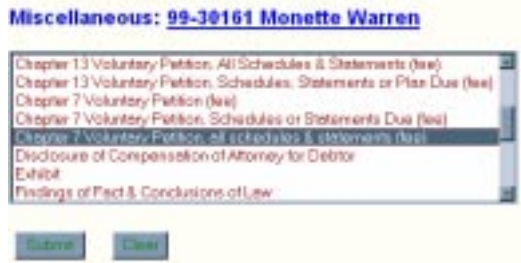


**Figure 2**

- ◆ Verify the case number and case name.

- ◆ If case number and name do not match, click on the Netscape **Back** button and re-enter the case number.
- ◆ Select the debtor. If more than one debtor hold down the control key to select.
- ◆ Click on the [**Submit**] button to continue.

**STEP 5** The **Document Type** screen will appear. (See Figure 3)



**Figure 3**

- ◆ Select the appropriate document type.
  - Chapter 7 Voluntary Petition (fee) *bare bones*
  - Chapter 7 Voluntary Petition, Schedules or Statements Due (fee)
  - Chapter 7 Voluntary Petition, all schedules & statements (fee)
- ◆ Click on the [**Submit**] button to continue.

**STEP 6** The **Pdf Attachment** screen will appear. (See Figure 4)



**Figure 4**

- ◆ If there are supporting documents, click on the box next to the words **Last Document**, to remove check mark.
- ◆ Select the *pdf* filename of the document you are filing.
- ◆ Click on the [**Browse...**] button to navigate to the appropriate directory and file to select the document.
  - a. Click on the ▼ arrow to the right of Look in: to select the appropriate drive.
  - b. Double click on the appropriate folder, if applicable.
  - c. Click on ▼ arrow to the right of Files of type: to select **Acrobat (\*.pdf)** or **All Files (\*.\*)**.

- d. Highlight the PDF file with one right click of the mouse.
- e. Select Open to bring up the document for viewing and verification.
- f. Close document by clicking on the “X” in the upper right-hand corner.
- g. Click on the [**O**pen] button to insert the filename in the browse box.
- h. Click on the [**S**ubmit] button to continue. If there are no supporting documents, proceed to **Step 8**.

**STEP 7** The **Attachment** screen will appear. (See Figure 5)

**Figure 5**

- ◆ Click on the ▼ arrow and click on the type of attachment.
- ◆ To describe the attachment further, click inside the Description box and type in description.
- ◆ For more than one supporting document, click on the box next to **Last Document** to remove the check mark.
- ◆ Click on the [**B**rowse...] button, repeat **Step 6 (c-h)**, then click on the [**S**ubmit] button to continue.
- ◆ If last attachment, proceed to **Step 8**. If more than one attachment, repeat **Step 7**.

**STEP 8** The **Data Element** screen will appear. (See Figure 6)

**Figure 6**

- ◆ The following are additional data elements related to this docket entry.  
(i.e., Declaration re: ECF Due Deadline information).
- ◆ Click on the **[Submit]** button to continue.

**STEP 9** The **Modify Text** screen will appear. (See Figure 7)

**Miscellaneous: [99-30161 Monette Warren](#)**

Docket Text: Modify as Appropriate.

Chapter 7 Voluntary Petition, Schedules A-J & Statement of Financial Affairs.

filed by Attorney4 Training on behalf of Monette Warren .

Declaration re: ECF due by: 4/9/1999. (Attachments: # (1) Disclosure of Compensation -- Rule 2016 (b) )(Training, Attorney4)

**Figure 7**

- ◆ To further define the petition, click inside free text box and enter any pertinent information.
- ◆ Click on the **[Submit]** button to continue.

**STEP 10** The **Final Approval** screen will appear. (See Figure 8)

**Miscellaneous: [99-30161 Monette Warren](#)**

Warning: Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Docket Text: Final Text

Chapter 7 Voluntary Petition, Schedules A-J & Statement of Financial Affairs. filed by Attorney4 Training on behalf of Monette Warren. Declaration re: ECF due by: 4/9/1999. (Attachments: # (1) Disclosure of Compensation -- Rule 2016 (b) )(Training, Attorney4)

**Figure 8**

- ◆ Verify Final Docket text.
- ◆ If final docket text is correct, click on the **[Submit]** button, then proceed to **Step 11**.
- ◆ If final docket text is incorrect, to modify a previous screen, click on the **Back** button at the top of the Netscape screen to find the screen to be modified.
- ◆ To abort or restart the transaction, click on [Bankruptcy Events](#) hypertext link.

**Step 11**      The **Notice of Electronic Filing** will appear each time you submit a filing to the court through the ECF system. (See **Figure 9**)

- ◆ Click on the **Print** icon at the top of the Netscape screen to print out the *Notice of Electronic Filing*.
- ◆ Each notice will include the following:
  - a. Who filed the document:
  - b. Date and Time
  - c. Case Name:
  - d. Case Number:
  - e. Document Number:
  - f. Docket Text:
  - g. Document Description:
  - h. Original Filename (PDF):
  - i. Electronic Document Stamp:

**Miscellaneous: 99-30161 Monette Warren**

U.S. Bankruptcy Court  
Southern District of California  
Notice of Electronic Filing

The following transaction was received from Training, Attorney4 on 3/25/1999 at 4:27 PM PST

**Case Name:**            Monette Warren  
**Case Number:**        99-30161  
**Document Number:** 1

**Docket Text:**

Chapter 7 Voluntary Petition, Schedules A-J & Statement of Financial Affairs. filed by Attorney4 Training on behalf of Monette Warren. Declaration re: ECF due by: 4/9/1999. (Attachments: # (1) Disclosure of Compensation -- Rule 2016 (b) )(Training, Attorney4)

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** T:/pdf-monette/warren2.pdf  
**Electronic document Stamp:**  
[STAMP CASEStamp\_ID=875559582 [Date=3/25/1999] [FileNumber=7184-0] [8b628bdcedd00bcb204823150c14adb50d6e696353ee401e68430fbb45715b9cff1bfd8d

**Figure 9**